



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Sue Guenter-Schlesinger	<b>RFA #18 – 41</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Staff		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female x    Administrator ☐    Faculty ☐    Staff x    Student ☐  
 Concern Regarding:    Male x    Female ☐    Administrator ☐    Faculty ☐    Staff x    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| x Sex/Gender   | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
3/29/18	[REDACTED] calls LB	Would like to come in to discuss EO Issue in [REDACTED]
3/29/18	[REDACTED] and [REDACTED] meet with LB and SGS	[REDACTED] indicates that in their discussions about searching for a [REDACTED] candidate, that [REDACTED] says that [REDACTED] made an inappropriate comment based on the gender of one of the applicants and would like SGS to talk to [REDACTED] about this.
3/29/18	SGS calls [REDACTED]	Appointment set for 4/3/18.
4/3/18	[REDACTED] meets with SGS	[REDACTED] indicates that when [REDACTED] was in her office, there was a conversation regarding some of the candidates for filling a position in [REDACTED]. She says the name of a female applicant came up and [REDACTED] indicated that [REDACTED] make some insensitive remarks about his past experience with female [REDACTED] "not having his back." [REDACTED] felt that this was highly inappropriate, but also says she did not want to strain her work environment. She confided in [REDACTED] because she wanted to know if she was overreacted and said that [REDACTED]

		then reported it to [REDACTED], who then reported to [REDACTED].
4/6/18	SGS meets with [REDACTED]	[REDACTED] said that when [REDACTED] approached him with information, she seemed "visibly shaken" and she indicated that [REDACTED] did not want a female in the department due to his past experiences, but that [REDACTED] did not appear to be upset about the comment [REDACTED] said he contacted [REDACTED]. He indicated he did not feel [REDACTED] would act out his comment and it would not affect his evaluation of any applicants.
4/6/18	SGS meets with [REDACTED]	[REDACTED] indicated that [REDACTED] was worried that [REDACTED] comment would affect the female candidate from advancing in the search. [REDACTED] indicated she felt angry about [REDACTED] comment, and that [REDACTED] said she doesn't want [REDACTED] mad at her. [REDACTED] indicates it was her idea to talk to [REDACTED] about this concern, and that [REDACTED] then contacted the EO Office.
4/9/18	SGS meets with [REDACTED]	[REDACTED] says this had been an informal conversation with [REDACTED] about past issues he has had professionally. [REDACTED] explained the context of the comment came from the fact that the female candidate had been dismissed from [REDACTED] due to [REDACTED] and [REDACTED]. [REDACTED] indicated that this is not how he feels about all women and named a number of [REDACTED] women [REDACTED] who he admires and has worked well with. [REDACTED] said his comment regarding the female applicant had to do with wanting to be sure that she would be able to perform given her history of [REDACTED]. [REDACTED] also indicated that this applicant was among his top 5 and she clearly met all the required and preferred qualifications. He expressed regret that he may have said something inappropriate, and that what he said was taken out of context and stated that he would not evaluation candidates based on their gender.
4/13/18	SGS meets with [REDACTED]	SGS closed out with [REDACTED] and indicated to her that [REDACTED] regretted his comment and felt that it was out of context. SGS also indicated that [REDACTED] committed to never evaluate an applicant based on their gender. [REDACTED] was satisfied with this outcome.